

**SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE OF THE
TRANSPORTATION AUTHORITY OF MARIN**

WEDNESDAY, FEBRUARY 24th, 2005

Executive Committee members present: Cynthia Murray, Marin County Board of Supervisors
Steve Kinsey, Marin County Board of Supervisors
Al Boro, San Rafael City Council
Alice Fredericks, Tiburon Town Council
Joan Lundstrom, Larkspur City Council
Lew Tremaine, Fairfax Town Council
Peter Breen, San Anselmo Town Council

Staff members present: Craig Tackabery, TAM Executive Director
JeriLynne Stewart, Recording Secretary

Chair Kinsey called the Special Executive Committee meeting of the Transportation Authority of Marin Meeting to order at 3:08 p.m.

- 1) Recommendation to TAM Regarding Executive Director Job Description and Compensation Range;
Review of Materials for Executive Director Recruitment: Candidate Profile, Ad & Brochures

Executive Director Tackabery gave an overview of the last Ex Comm. meeting, identifying the profile of an ideal Executive Director (ED) candidate. Kris Kristensen conducted interviews with key members of the County, including Farhad Mansourian, and other Bay Area transportation authority officials who offered their views on the job's key elements. Mr. Kristensen and CPS staff constructed a draft brochure, which the Ex Comm. is to now review and edit. He distributed a Bay Area survey of other transportation authorities' salary.

Chair Kinsey asked how realistic it would be for the Ex Comm. to recommend a final draft of the job description and salary for nationwide distribution tonight. He realizes the urgency and time-sensitivity of moving forward quickly, yet reminds the Ex Comm. it still has to pass by the entire TAM Board for review.

Mr. Kristensen distributed an ED Recruitment Interview Comments sheet, indicating a summary of questions CPS presented to local transportation professionals. One key element on which everyone agreed was to get the organization set-up now, and regarding the Congestion Management Agency (CMA), to do the regular associated tasks. The Marin County Transit District (MCTD) is currently implementing certain areas of Measure A; it is the hope of the Ex Comm. that the new ED can be an immediate, integral part of that implementation.

Chair Kinsey said it is unrealistic that in six months, the Ex Comm. would be hiring TAM's staff, and reminded the Ex Comm. that County staff is already in place for a number of months. He said we have a responsibility to the County of Marin to use employees (staff) already in place and get up to speed. In the future, we will need an additional separate staff, yet, a staff we can afford.

Commissioner Murray commented that the new ED needs to understand that s/he is and will be without a permanent staff for an undetermined amount of time. She also questioned whether the new ED will be involved immediately with the Countywide Planning Agency (CWPA). Kris Kristensen explained that after having discussed the issue with Alex Hinds of the Community Development Agency, it would likely not be a focus of the ED's duties.

Chair Kinsey said the Ex Comm. needs to have the discussion as to what the CWPA is, what it could be, what it should be; there will be a preliminary discussion at the March 5th special workshop. The CPA has never been developed on the County level, yet it could be useful as a body which has representation from all cities in the County in a coordinating role, not as a decision-making body.

Commissioner Lundstrom said that as an original member of the CWPA, it did not work as there was no staff and all the cities had differing agendas for the CWPA.

Mr. Kristensen suggested the brochure indicate TAM is considering the scope of its role, beyond the stated items. It was suggested to include the CWPA in the "1 to 5 year" goal category for discussion.

Regarding the "Accomplishments" section of the brochure, Mr. Kristensen said that a major focus would be to focus on the organization itself; administrative responsibilities, etc. TAM is a separate entity with no employment status, no systems installed. Yet, some activity is currently underway (e.g., MCTD's Short Range Transit Plan [SRTP]). Priorities need to be set up for the next 5 years.

The ED candidate's desired background was discussed, with specific verbiage to indicate TAM's desires and focus.

Recruitment Schedule: Chair Kinsey suggested CPS revise the brochure, and provide a final draft to present to the entire TAM Board prior to the March 5th workshop. Following the workshop, the Ex Comm. will reconvene to finalize the brochure. This process would cause a 3-week delay to the schedule. The entire TAM Board will also need a revised recruitment schedule.

Items related to compensation and job description can be reviewed after the March 5th workshop, and then a recommendation can be made at the regular TAM meeting March 24th.

Chair Kinsey adjourned the Special Ex Comm. Meeting at 5:40 p.m.